

JOB DESCRIPTION

Department: Development
Position: Administrative Assistant
Reports to: Director of Development
Category: Full-Time/Nonexempt; 37.5 hours/week (compensatory time off)
Date: October, 2016

Scope:

Incumbent works closely with the Director of Development with the administration of the day-to-day operations of the Department of Development by providing a wide range of administrative activities. Incumbent serves as point of contact with the public in matters regarding development within the City, and serves as the first point of contact for those needing to interact with the Historic Preservation Commission. The role also requires extensive interaction with a variety of governmental agencies. Incumbent must be able to prioritize varying demands of the entire department quickly and efficiently.

While this job is heavily administrative in nature, this position will allow for growth within the department based on the skills of the successful candidate.

ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Administrative

- Greet the public and visitors and direct public inquiries to appropriate personnel.
- Answer phone in a courteous, helpful manner.
- Distribute phone messages, mail and office memos.
- Maintain and order office supplies.
- General office duties such as writing correspondence, , copying, scanning, and occasional scheduling
- Create, organize and maintain department files.
- Ensure workflow in City's financial system, MUNIS.
- Maintain and update the Department of Development's website.
- Scan newspaper for articles pertaining to city and Department of Development.

2. Committee Coordination

- Serves as coordinator for Redevelopment Commission, Economic Development Commission, Historic Preservation Commission and other boards/commissions as required.
- First point of contact for construction projects within the City's Historic Preservation district.
- Create agenda for each Commission and Board.
- Prepare and publish legal notices (in newspaper of record) when required.
- Provide public/media notices for all Commission and Board meetings within the required timeframe.
- Publish agenda and related documents on The City's website.
- Coordinate materials prior to each meeting for distribution to public and members.
- Email all relevant materials/reports to commissioners and staff prior to meeting.
- Prepare required documents for signatures.
- Set up room, attend meeting, record and transcribe minutes to preserve the posterity of the public meetings.

3. Financial/Accounting

- Enter EDIT and Redevelopment Commission invoices into MUNIS, the City's accounting system within required time parameters.
- Enter purchase order requisitions into MUNIS.

- Enter account transfer requests into MUNIS, if required.
 - Verify account balances, print/prepare reports as required.
 - Coordinate, monitor and track current active tax abatements of recipient companies, statements of compliance and new requests.
 - Tax abatement recipients' research with the Tippecanoe County Auditor's office.
 - Remind recipients to file CF-1, verify correct forms are submitted, completed and submitted to County Auditor or Assessor's office within time requirements.
 - Prepare tax abatement summary report for Economic Development Commission, Commission Attorney and Common Council.
 - Serve as point of contact with the Clerk-Treasurer's office regarding Development Department financial matters.
 - Track Farmer's Market, Art on the Wabash and Art in Bloom expenditures.
4. Provide assistance to the Director of Development, and other staff as required.
 5. Assist in forum/strategic plan sessions/departments projects and presentations.
 6. Assist in the coordination and preparation for Department of Development activities and festivals.

MINIMUM QUALIFICATIONS

- H.S. Diploma or GED and some college experience.
- Office operations and management experience or other professional experience.
- Strong organizational and time management skills with emphasis on accuracy and attention to detail. In-depth knowledge of software such as: Microsoft Word, Excel, and Outlook.
- Possession of a valid driver's license and demonstrated safe driving record.
- Ability to use common office equipment.
- Strong oral and written communication, including telephone etiquette, proofreading and editing skills with ability to compose correspondence.
- Excellent customer service skills and professionalism in dealing with co-workers, vendors and the public.
- Motivated individual with ability to efficiently multi-task, work under pressure, handle interruptions and meet deadlines.
- Capable of taking initiative, assuming responsibility and the ability to maintain strict confidentiality.

DESIRED QUALIFICATIONS

- Background, education and/or experience in accounting and bookkeeping
- Knowledge of governmental procurement and public meeting procedures.
- Previous experience with an enterprise software system.

WORKING ENVIRONMENT

1. Majority of incumbent's job is done in an office environment while the remaining time may be spent traveling to and from other City facilities to pick-up and/or deliver various documents, payments, office supplies, participate in meetings, etc.
2. Majority of the incumbent's time is spent sitting/standing at main desk in an office area. Incumbent is called upon to climb stairs, crouch and kneel in order to get files and other necessary paperwork. Small amounts of light lifting (10 lbs.) is also required.
3. Professional and/or business casual dress for general office work.
4. Working hours are from 8 a.m. to 4:30 p.m., with a one-hour lunch.
5. Some nights and rare weekend work required.